

Residential Building Permits - Building Division Encourages Janesville Residents to Drop Off or Email Applications

RE: Residential permits for new homes, pools & hottubs, decks, fences, chicken coops, detached garages & accessory buildings, home building additions or interior alterations, basement remodels or egress window installations.

Although the Building Division's 3rd floor service window is now open at City Hall, you are encouraged to continue applying for permits via phone, email or drop-off at City Hall. Due to COVID-19 and new operating conditions, you should expect your permit application and submittals to be collected at City Hall and reviewed at a later date. Our 3rd floor service window is a good resource for payment and permit pick-up but reviews will be conducted separately. Permit Cards and receipts will be emailed to you. USPS mail will be used for those who do not have email or capability to print their permit card.

All questions may be directed to 608-755-3060. You may apply for building permits using these methods:

- **MAIL TO:** City of Janesville, Building Division, 18 N. Jackson Street, Janesville, WI 53548
- **DROP-OFF MADE EASY:** While visiting City Hall, wearing a mask and social distancing is required. The elevator is available, one occupant at a time.

If your application is filled out and ready to submit, you may drop it off in the 3rd floor lobby in a drop box specifically placed for those residents who do not require assistance from Staff but simply wish to bring their permit application to City Hall.

If you need a permit application or to speak with Staff, please approach the 3rd Floor Service window to fill out and drop off your permit submittal. *Note: Permits will be reviewed and issued at a later date. You will receive your permit card and receipt by email. For those persons who do not have email or the ability to print, your card and receipt can be mailed to you upon request.*

- **EMAIL:**

Fences & Mechanical permits: Londa Rusch, ruschl@ci.janesville.wi.us 608-755-3060

New Homes, Building Additions: Dan Paul, pauld@ci.janesville.wi.us 608-755-3060

All other residential permit applications: Vicky Miller, millerv@ci.janesville.wi.us 608-755-3098

RESOURCES:

- **Permit applications:** <http://www.ci.janesville.wi.us/i-want-to-/apply-/building-permit>
- **Project brochures:**
 - Back Yard Chicken Coops* - <http://www.ci.janesville.wi.us/home/showdocument?id=3912>
 - Decks* - <https://www.ci.janesville.wi.us/home/showdocument?id=669>
 - Stairs, handrails, guardrails* - <https://www.ci.janesville.wi.us/home/showdocument?id=1528>
 - Fences* - <https://www.ci.janesville.wi.us/home/showdocument?id=8956>
 - Garage & Accessory Buildings* - <https://www.ci.janesville.wi.us/home/showdocument?id=664>
 - Home Improvements* - <https://www.ci.janesville.wi.us/home/showdocument?id=662>
 - New Home Construction* - <http://www.ci.janesville.wi.us/home/showdocument?id=562>
 - Pools & Hottubs* - <http://www.ci.janesville.wi.us/home/showdocument?id=1238>